

ACADEMIC SENATE COUNCIL MINUTES

AA-216 2:15 p.m.

Monday, May 5, 2003

CALL TO ORDER: The meeting was called to order at 2:15 p.m.

Present: Saul Jones (Chair), David Rosenthal (BSSAT), Tom Murphy (NAS), Jim Ulversoy (HSPEA), Suzanne Huey (R3S), Emilie Wilson (MCHS), Judy Mays (Student Services), Liz Xiezopolski (FSCC), Ron Weston (Faculty Development), Mike Fernandes (Instructional Technology)

Absent: Fritz Pointer (CAH), Deborah Johnson-Rose (Classified Senate), Quanikki VanHook (ASU)

Guests: R. Watkins, K. Tribble

APPROVAL OF AGENDA: The agenda was approved with the item " Proposed Course/Catalog Change Process Discussion and Demonstration of Curriculum Electronic Process by CurricUNET" moved ahead of the Standing Senate Committee Reports.

APPROVAL OF MINUTES: The minutes were approved with corrections.

ANNOUNCEMENTS: It was agreed upon at this ASC meeting that standing committee reports are now to be submitted (electronically by email) in writing to the ASC office before the meeting date. This will allow the senators to review the reports before the meeting and have any comments or questions ready beforehand, thus... allowing the meeting to flow more efficiently.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (VanHook) No report.

Middle College High School (Wilson) No report.

President's Cabinet (Jones) Program Review Validations were reviewed.

Operations Council (Jones) The correct procedures were not used in revising the Use of the Fireside Room Policy. The security issue of audio and visual equipment was discussed. The equipment apparently is being left in the hallways after being used. Key cards will cost approximately \$600 each.

Career and Technical Training (B. Williams) No report.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) No report.

District Governance Council (Jones) On behalf of the FSCC, Gay Ostarello, FSCC President, wrote a letter to the DGC members stating that the council is not following the bylaws. This issue was brought about by the dismissal by Greg Marvel and John Hendrickson of recommendations from the DGC task force that had reviewed Board Policies and Human Resources Procedures revisions (particularly, HR Procedure 2060.07 and 2060.16) introduced at the February 18 DGC meeting. The task force was formed to review the revisions and make recommendations. Instead he said that the recommendations from the task force had not been accepted. Marvel and Hendrickson indicated that it was not necessary to follow the procedures in the bylaws since they haven't always been followed in the past. One of the purposes of DGC is to influence District-wide policies and procedures by forwarding recommendations to the Chancellor/Governing Board. Recommendations are not to be dismissed by district staff as was done at the April 15 DGC meeting in regards to these policies and procedures. Annual review of the bylaws must start taking place and the DGC must reestablish the operating procedures and follow them.

Governing Board (Jones) The Governing Board approved that Seymour (Sy) Zell be posthumously awarded an honorary Associate of Arts degree in Political Science in accordance with Board Policy 1014.

Council of Chairs No report.

FSCC (Xiezopolski/Jones) The FSCC discussed the DGC bylaws and the faculty title survey. There is consensus among the campuses that faculty have title options of instructor, professor (tenured), or assistant professor (part-time and non-tenured). There was discussion of the Wait List. Datatel should have a program to manage the Wait List. Right now, students can check through Web Adviser and register for the class. This unfairly favors students who have access to computers. *The ASC suggests that the student at the top of the Wait List be notified by voice message and sent a notification by mail of acceptance into class noting a period of ten days to pay for registration of class before being dropped from the list.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) Student petitions for reinstatement was reviewed.

Faculty Development Committee (Weston) The retirement dinner may be cancelled because of the low amount of tickets sold so far.

Planning Council (Jones) The College Mission statement was discussed.

OLD BUSINESS:

Proposed Course/Catalog Change Process Discussion - Randy Watkins is working on a database for the CIC forms. He is trying to hire a programmer to be funded by Title 3 money. Susan Lamb and Tina Pitt are working on a flow chart. The concept is that information will electronically flow through process steps. The modifications of existing courses and the original course will always exist so that there is tracking of the course changes. This will possibly be built in FileMaker. The Title 3 project is to establish communication between faculty, students, and counselors so that if there is a problem, it will get flagged. This is what the new hire will be responsible for and is being hired for 20 hours per week. There will probably be enough time left over for other projects such as putting together a database much like CurricUNET. It usually takes 3-6 months to create a database.

Demonstration of Curriculum Electronic Process by CurricUNET- Kenyetta Tribble presented a demonstration of CurricUNET. Though the program has many useful features, the initial cost of \$60,000 and maintenance fee of 17% of the original cost (\$10,000 per year) is prohibited. The demonstration did bring out ideas of what CCC could include in building our own.

ASC Web Page Construction Discussion - Discussion tabled.

Proposal to Change Current District Policy on Dean's List Criteria (Mays) - The revised proposal was approved with the agreement of the same 3.25 GPA for full and part-time students.

New Revised Policy:

Students meeting the following criteria are placed on the Dean's List as recognition of academic achievement. This honor is noted on the student's permanent academic record.

1. Full-time – Students who achieve a grade point average of 3.25 or higher in 12 or more graded units per semester.
2. Part-time – Students enrolled in 6.0 to 11.9 graded units in a semester who achieve a grade point average of 3.25 or higher and have accumulated at least 12 semester units.

Budget Reductions Discussion - There is no significant/additional information pertaining to budget reductions.

ASCCC Spring Plenary Session Update - The changing of the English and Mathematics requirements for the AA/AS Degree was not voted on at the ASCCC. Our local vote here at CCC was "no". DVC's vote was "yes".

Faculty Survey Discussion - Saul is looking for direction.

Committee to Update Program Review Process - Saul is looking for direction and committee members.

SLO Update - No discussion.

ADJOURNMENT: The meeting was adjourned at 4:30 p.m.

**Respectfully submitted,
Lynette Kral**